



Systems Performance Research and Evaluation Manager

Class Code:
4114

Bargaining Unit: Butte County Management
Employees Association

BUTTE COUNTY
Established Date: Jun 30, 2009
Revision Date: Jun 28, 2016

SALARY RANGE

\$40.54 - \$54.34 Hourly
\$3,243.20 - \$4,347.20 Biweekly
\$7,026.93 - \$9,418.93 Monthly
\$84,323.20 - \$113,027.20 Annually

SUMMARY:

Under limited supervision, develops quantitative program plans, program evaluations, research or a combination of the above.

FLSA: Exempt

DISTINGUISHING CHARACTERISTIC:

Under limited supervision, is responsible for the conduct of program planning, research and evaluation and in-depth analyses of behavioral health programs and the service system performance. Strong ability to translate research findings into clear and concise information for non-technical audiences. Reports to the Assistant Director - Administration.

ESSENTIAL JOB FUNCTIONS:

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Guides, supervises and assists staff; prioritizes and assigns projects; develops staff skills and conducts performance evaluations; identifies training needs and provides training for staff; may recommend promotions and terminations.

- Provides coaching, counseling and guidance on professional responsibilities and technical skills.
- Meets regularly with subordinates to offer support and guidance; analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of solutions.
- Provides leadership, direction and coaching to subordinates in the areas of performance management, problem resolution, planning, and work assignments.
- Manage multiple ongoing projects in an environment of changing priorities, with time and budget constraints; oversee the management and coordination of multiple research studies; identify and determine project scope of work and funding sources for new and existing studies; evaluate the effectiveness of new and ongoing projects; and conduct feasibility studies to anticipate future needs of the community.
- Monitors Department operations and procedures; develops and approves recommendations for improving the Department's operations and processes; assures that strategic goals are reached.
- Provides quantitative evaluations for specific programs, including the Mental Health Services Act programs
- Provides data management and evaluation reports for programs
- Utilizes system-wide data to identify client service needs, detect service gaps and maintain quality care
- Conducts research projects, analyzes trends, and evaluates program requirements and resource utilization; coordinates program planning and evaluation; identifies resources and coordinates integration of services with other programs, departments and agencies; responds to requests for information.
- Directs research and planning functions; analyzes clinical and demographic trends, and makes recommendations for staffing adjustments and personnel assignments.
- Designs and conducts evaluations with special emphasis on operations research to assess program effectiveness and service system performance.
- Represents the County and DBH on a variety of state and local committees and commissions.
- Develops and enhances cooperative professional relationships.
- Conducts presentations and training to County staff and general public to introduce and communicate the roles and functions of DBH.
- Maintains expertise in field of service through participation in ongoing professional development.
- Collects, analyzes, and interprets data to identify and prioritize key issues facing Behavioral Health to guide policy making and the development of effective program decisions.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of County, State and Federal laws, statutes, rules, ordinances, codes and regulations.
- Knowledge of County and DBH policies and procedures.
- Knowledge of the principles and practices of legal, ethical and professional rules of conduct.
- Knowledge of principles, practices, and trends in public administration, supervision and training.
- Knowledge of quantitative and qualitative analysis principles and methods
- Knowledge of methods, tools and techniques of applied research; study design and advanced analytic procedures.
- Knowledge of data, statistics and data analysis

- Knowledge of cultural, social and behavioral factors in enhancing employment status and welfare of individuals and the community.
- Knowledge of techniques and practices for efficient and cost effective management of resources.
- Knowledge of budgets, grant protocols and financial reporting.
- Knowledge of local community resources and various community services programs.
- Knowledge of specialized and personal computer systems and software applications.
- Skill in leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- Skill in analyzing problems, identifying solutions, recommending and implementing methods, procedures and techniques for resolution of issues.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees and representatives from other city, county, state and Federal agencies.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in operating a personal computer utilizing a variety of business software.

MINIMUM REQUIREMENTS-EDUCATION, CERTIFICATIONS AND LICENSES:

- Masters Degree in Public Administration, Business Administration, Business Management, Social Sciences or a related field from an accredited college or university (Doctorate preferred), and five (5) years managerial, supervisory or advanced analytical experience.
- A State of California Driver's license may be required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in an office environment; manual dexterity and visual acuity are required.

EQUIPMENT AND TOOLS UTILIZED:

- Equipment utilized includes personal computer, calculator, fax and standard office equipment.